

This pamphlet has been developed to explain the requirements and the license renewal process for every social worker licensed to practice in Michigan.

The Michigan Public Health Code and board administrative rules requires every licensed Master's and Bachelor's social worker to complete, during the 3-year period prior to the expiration date of the license, not less than 45 hours of continuing education in courses or programs approved by the Board with at least five of those hours in ethics and at least one hour in pain management.

REQUIREMENTS FOR RENEWAL

The continuing education requirements apply to every social worker renewing a Michigan license that held the license for the 3-year period immediately preceding the date of the license renewal. The requirements apply whether or not the social worker is actively engaged in the practice of social work; no one is exempt from this requirement.

Each social worker is required to complete 45 hours with at least five (5) of those hours in ethics and at least one (1) hour in pain and pain symptom management. Continuing education contact hours in pain and pain symptom management may include, but are not limited to courses in behavior management, psychology of pain, behavior modification, and stress management.

Every Social Worker who is renewing his/her license should retain records

documenting the completion of continuing education. Those documents should be retained for a period of 4 years after the renewal of the license.

DO NOT SEND THE CONTINUING EDUCATION DOCUMENTS along with the license renewal application. The Department of Community Health, Bureau of Health Professions will conduct an audit, at the conclusion of the renewal period. Social workers are chosen for audit through an automated random selection process and will be contacted by letter to submit documented evidence of the completion of 45 hours of continuing education credit.

DO NOT RENEW YOUR LICENSE IF YOU DO NOT HAVE THE REQUIRED 45 HOURS OF CONTINUING EDUCATION CREDITS.

A Social Worker who is unable to provide evidence of completion of the continuing education requirements, when requested, is in violation of the Michigan Public Health Code and subject to one or more of the following possible license sanctions: reprimand, probation, denial, suspension, revocation, limitation, restitution, and fine.

Accredited sponsors are required to provide attendance certificates that indicate name of licensee, program dates and number of designated hours. Further information about programs with accredited sponsorship may be obtained by contacting the accredited sponsor.

"Contact hour" is the same as one 50-60 minute or (1) credit hour.

REQUIREMENT FOR RELICENSURE

"Relicensure" means the granting of a license to a person whose license has lapsed for failure to renew the license within 60 days after the expiration date.

Social Workers applying for relicensure pursuant to R338.29081 (8L) (1)–**SUBMISSION OF 45 HOURS OF CONTINUING EDUCATION IN PROGRAMS APPROVED BY THE BOARD THAT HAVE BEEN EARNED WITHIN THE 3-YEAR PERIOD IMMEDIATELY PRECEDING THE DATE OF THE APPLICATION.**

R 338.2908n ACCEPTABLE CONTINUING EDUCATION

Rule 8n (1) The Board shall consider any of the following as acceptable continuing education:

(a) One (1) continuing education contact hour, without limitation, may be earned for each 60 minutes of attendance at a continuing education program that complies with the standards in R 338.2908o.

If audited, the licensee must submit a copy of a letter or certificate showing his/her name, accreditation information, hours earned and the date on which the program was held.

(b) Three (3) continuing education contact hours may be earned for each 60-minute presentation of a continuing education program that is not part of the licensee's regular job description that complies with the standards in R338.2908o. Credit may be earned for the same program only once in each renewal period. A maximum of 15 continuing education contact hours may be earned under this subdivision.

If audited, the licensee must send in a copy of the presentation notice or advertisement showing the date and his/her name listed as a presenter.

(c) Five (5) continuing education hours may be earned for each semester credit earned for academic courses related to social work practice offered in an educational program approved by the board under R 338.2908o.

If audited, the licensee must submit a copy of the transcript showing credit hours of the academic courses related to social work.

(d) Three (3) continuing education hours may be earned for each quarter credit earned for academic courses related to social work practice offered in an educational program approved by the board under R 338.2908o.

If audited, the licensee must submit a copy of the transcript showing credit hours of the academic courses related to social work.

(e) One continuing education contact hour may be granted for each 50-60 minutes of program attendance, without limitation, at a continuing education program that has been granted approval by another state board of social work or the Association of Social Work Boards (ASWB).

If audited, the licensee must submit a copy of a letter or certificate showing his/her name, accreditation of state board, hours earned and the date on which the program was held.

(f) One (1) continuing education contact hour may be granted for each 60 minutes of program attendance, without limitation, at a continuing education program related to social work practice offered by an education program approved by the board R 338.2908o. Information regarding approved programs can be located at www.socialworkcec.com.

If audited, the licensee must submit a copy of a letter or certificate showing his/her name, hours earned and the date on which the program was held and the name of the education program.

(g) Not more than 10 continuing education contact hours may be granted for publication in a social work journal or textbook, of an article or chapter related to the practice of social work.

If audited, the licensee must submit Copy of the document presented or published with evidence of presentation or publication; i.e.,

meeting and agenda or publication acceptance letter.

(h) A maximum of 10 continuing education hours may be earned for completion of online computer programs pertaining to social work.

If audited, the licensee must submit a copy of a letter or certificate showing his/her name, accreditation information, hours earned and the date on which the program was completed.

Completion of the required continuing education activities must be independently verified by an official source other than the licensee.

Renewal Procedures

Social worker licenses expire every 3 years on April 30. Although a 60-day late renewal period is allowed, the 45-hour continuing education requirement must be completed by April 30. Submission of the renewal application certifies that the requirements are met. If the renewal requirements have not been completed, the renewal application should not be submitted. If a licensee would like to apply for a waiver of education requirements an application should be made after the licensee receives the renewal application in early March but before the license expires on April 30. Licensees who have not been granted waivers should allow their licenses to expire. Application for relicensure may be made upon completion of the 45-hour requirement within the 3-year period immediately preceding the date of the

application for relicensure if license has been expired for no more than 3 years.

CONTINUING EDUCATION WAIVERS

The Michigan Public Health Code authorizes the Board of Social Work to waive the continuing education requirements for a license renewal applicant if, upon written application, the Board finds the failure of the licensee to attend the required Board-approved courses or programs was due to the licensee's disability, military service, absence from the continental United States, or a circumstance beyond the control of the licensee which the Board considers good and sufficient. Pursuant to this authority, the Board has promulgated guidelines that set forth the policy that the Board will follow in granting a waiver. The guidelines provide for the following:

DISABILITY: The licensee's disability shall have been temporary in nature and the licensee's physician shall attest on the application that the disability no longer prevents the licensee from attending educational programs and engaging in the practice of Social Work without limitation.

MILITARY SERVICE: The licensee shall have been practicing Social Work while in active service of the United States, shall have been licensed at the time of induction or entering into service, and shall have requested that his or her license be placed in military status to continue in effect without payment of the license renewal fee

pursuant to Section 16196 of the Public Health Code.

ABSENCE FROM THE CONTINENTAL UNITED STATES: The licensee shall establish that Board-approved educational programs were not available within a reasonable distance from which the licensee was located and the licensee shall provide evidence of attendance at educational programs that substantially meet the requirements for approval by the Board.

OTHER CIRCUMSTANCES BEYOND LICENSEE'S CONTROL: For circumstances, other than disability, military service, or absence from the continental United States, the licensee shall submit compelling evidence that the circumstances were good and sufficient for a waiver of the requirements.

If the Board finds that any of the conditions for waiving the requirements have been met, the number of hours waived shall be proportional to the length of time the licensee was temporarily disabled, in active military service, outside the continental United States, or involved in circumstances beyond the licensee's control. The Board will not waive the requirements prospectively, nor will the requirements be waived for a licensee whose circumstances changed in time to reasonably allow the licensee to complete all or part of the requirements before license renewal.

To summarize:

- * All Michigan licensed Master's and Bachelor's Social Workers must complete 45 hours of Board approved continuing education with at least five (5) contact hours in ethics, and one (1) contact hour in pain and pain symptom management. Continuing education contact hours in pain and pain symptom management may include, but are not limited to courses in behavior management, psychology of pain, behavior modification, and stress management.
- * Submission of the renewal application and fee is considered a statement that the CE requirement has been met.
- * Failure to complete the CE requirement is considered a violation of the Public Health Code.

The Bureau of Health Professions will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need assistance with reading, writing, hearing, etc., under the American's with Disabilities Act, you may make your needs known to this agency.

Continuing Education Requirements for Michigan Social Workers

Authority: Public Act 368 of 1978, as amended
This form is for information only

State of Michigan

Department of Community Health
Bureau of Health Professions
P.O. Box 30670
611 W. Ottawa St., First Floor
Lansing, Michigan 48909
*(517) 335-0918

*NOTE: If it is necessary that you call regarding your continuing education, the following instructions will assist you with the automated telephone system:

1. At the first prompt, press 1.
2. At the second prompt, press 2.
3. At the third prompt, press 4.

You will then reach the continuing education automated system and can make your final selection.

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